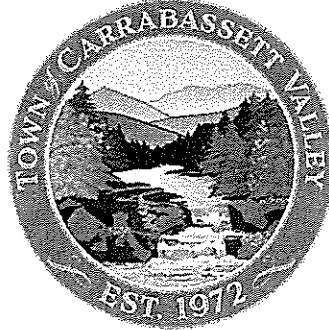


Carrabassett Valley Select Board Meeting
4:30 p.m. Monday February 26th, 2024 at the Town Office



The Town provides a zoom link for members of the Public to link into Town of Carrabassett Valley Select Board and other public meetings. To participate by zoom you must use the link provided in an email from the Town (this link is the same for any Town public meeting and is provided on the email in which the Board or Committee Agenda was sent out in). You may also obtain this link by sending an email to the town office (townofcv@roadrunner.com) during normal business hours.

Join Zoom Meeting:

<https://us02web.zoom.us/j/5312682243?pwd=TGxrUExKcXdqQTdlZUZhYUVteG5GZz09>

If you need to "phone in":

Dial by Phone – 1-929-205-6099 US (New York)

Meeting ID: 531 268 2243

Passcode: 04947

Review and sign Payroll Warrants: #7 (\$31,490.08)

Review and sign Expenditure Warrants: #9 (\$66,100.73)

AGENDA:

1. MINUTES of the previous meeting (February 5th, 2024) are attached.

2. PERMISSION FOR THE BLUE KNIGHTS INTERNATIONAL LAW ENFORCEMENT MOTORCYCLE CLUB TO USE THE AIRPORT ON JULY 16TH: The wish to conduct bike competition from 9:00 a.m. to 11:00 a.m. that day. See attached information.

3. REVIEW OF STATUS OF TOWN RESERVE FUNDS (after the recent Town Audit)---See Attached).

4. UPDATED DRAFT TO THE TOWN MANAGER JOB DESCRIPTION FOR BOARD REVIEW: This may change based on discussions with Town's Manager Search Consultant but will hopefully provide a good starting point. The Board will be meeting with the Consultant on March 18th to approve an Ad for the Position. Please see attached.

5. COMPREHENSIVE PLAN COMMITTEE MEETINGS:

The Committee will be meeting next Thursday February 29 at 4:00 p.m. at the Mountain Fire Station.

The Committee will be holding a public 'Vision and Future Land Use Workshop' from 3:00 p.m. to 5:00 p.m. on March 13th at the Outdoor Center. This is being held prior to the Town Meeting which will be held at 6:00 p.m. also at the Outdoor Center. Please pass the word and encourage CV citizens and property taxpayers to attend. This is an important part of this process.

6. INFORMATIONAL:

Our annual Town Meeting starts at 8:00 a.m. at the Town Office on Tuesday March 5th to elect a moderator (warrant article #1) and to vote for Town elected officials (warrant article #2). Our local election is being held in conjunction with the State of Maine Presidential Primary Election the same day and polls will be open from 8:00 a.m. to 8:00 p.m. Our Town Meeting will reconvene at 6:00 p.m. at the Outdoor Center on Wednesday March 13th to vote on the remaining warrant articles.

Please note that unenrolled voters (not belonging to a political party) can vote in the Presidential Primary by choosing either a Democrat or a Republican ballot.

A public hearing on L.D. 2007 'An Act to Advance Self-Determination for Wabanaki Nations' is being held by the State Legislature Judiciary Committee at 10:00 a.m. Monday (Feb. 26th) in Augusta. This is basically a very similar bill to what the Legislature passed and the Governor voted (and was sustained) last year. As you know, the Penobscot Indian Nation owns 24,000 acres in CV. This L.D. is very complicated with sweeping changes to the State's 1980 Implementing Act (in conjunction with the Federal Indian Lands Claim Settlement Act). It appears to eliminate Organized Town's right to vote on whether or not Tribal fee lands (land in CV) can be acquired by the Federal Government in Trust for the Tribals (Federal Trust Lands). That has several possible implications for the Town. This right to vote was an important part of the 1980 Implementing Act. The Select Board has, in the past, agreed that the Town does not want to give up that right. Again, this is very complicated legislation that we have just received a copy of. We plan to respectfully provide testimony that we do not wish to give up that right to vote. We expect, as was the case last year, that the Judiciary Committee will vote in favor of the legislation and it will move on the full State Legislature. This legislation only applies to six northern Counties in Maine including Franklin County. If anyone wishes to see copies of this proposed legislation, please let us know.

**Minutes of the Carrabassett Valley Select Board Meeting
February 5, 2024**

Location: Town Office conference room

Time: 4:30-5:30

Board Present: John Beaupre, Karen Campbell, Lloyd Cuttler, Bob Luce, Jay Reynolds

Others Present: Sasha Lennon, Courtney Knapp

On Zoom: Don Gerrish, Annie Twitchell

Chair Bob Luce opened the Monday, February 5, 2024, Carrabassett Valley Select Board meeting at 4:30 at the Town Office conference room. The board reviewed and signed payroll and expenditure warrants.

Jay Reynolds made a motion to approve the January 8, 2024, minutes, seconded by Karen Campbell. The motion passed unanimously.

Town Manager search

Eaton Peabody Consultant Group's Don Gerrish presented the Select Board with a draft timeline for the Town Manager search. Designed to be flexible, the timeline starts with staff and public input, from which Gerrish would create a document for the Board's review. The timeline is based on Dave Cota's July 1 departure date and having someone in place by June 1 for overlap. Gerrish pointed out that the final candidate could need to give as much as a 45-day notice.

All agreed on announcing the search at the next Select Board meeting, March 11. *[Subsequent changes set the 3:00 pm March 13 Comprehensive Plan public visioning meeting that precedes the 6:00 pm Town Meeting as a good opportunity to hold an informational meeting to begin the process of public input.]* Gerrish agreed to conduct the meeting. All decided that the Select Board itself would comprise the formal search committee to make the final choice and not involving members of the community beyond public outreach and input.

Re advertising, the Board agreed with Gerrish's recommendation to advertise on the Town's website and Maine Municipal Association, both of which are free, and with the International City Managers organization at \$450/month and with Vermont, New Hampshire and Massachusetts at \$600-\$750/month cost. Gerrish will draft an ad for Board approval March 18-21 to be placed by March 26.

Gerrish noted that salary range and benefits need to be included in the ad. He also pointed out that a following manager often commands a higher salary as annual increases in pay for a current manager don't necessarily keep up with standards in the field.

Allowing 3-4 weeks, deadline for applicant resumes would be April 23 from which Gerrish will create a booklet of all resumes based on his review and light background checks, with recommendations and draft questions for interviews May 6-9, in person and by zoom. He would give a weekly report of resumes received, noting that most will arrive close to the deadline.

Once the field is narrowed down, Gerrish will do extensive background checks, which the Board would receive with final resumes. The Board would interview finalists in person May 20-23. There was considerable discussion of the importance of spouse approval, noting that spouses should accompany candidates to some part of the interview process.

Residing in Carrabassett is preferred but with the housing issue, the Board noted that there was no town charter requirement for the manager to live in the Town. There is also precedent with previous town manager Bill Gilmore who did not live in Town.

If no finalist appeared in the first round of advertising, Gerrish's fee remains the same if he needs to do a second round of advertising. However, the Town's financial condition, Cota's 24 years in the position and Carrabassett Valley's status as a major recreation hub should make it an attractive place to work, which suggests there should be no lack of suitable candidates.

Gerrish and Cota will work up a contract for Eaton, Peabody consultants for Board signing. All agreed that communication with the Select Board would be conducted as a whole, each Board member being included in communications.

John Beaupre moved to spend \$1,200/month to advertise for Town Manager, seconded by Jay Reynolds and approved unanimously.

Hangar lease transfer between Sugarloaf Aviation, LLC and CAVU Aviation, LLC.

Sawyer Fahy or Sugarloaf Aviation wishes to take over Peter Robbins' lease of his CAVU Aviation hangar, the southern-most hangar, lot 13 (near the information center). It would include a lease extension to end on December 31, 2034, with two five-year renewal options (as opposed to ending on July 1, 2029, with two five-year renewals). The extension is consistent with two other adjacent hangars.

Also requested is allowing "light aircraft maintenance and sales," not currently allowed under Section 1.5 of the current CAVU lease agreement. Chair Luce asked about the question of liability related to Fahy not being a licensed mechanic. Cota responded that Fahy is working under a licensed mechanic in Pittsfield until he qualifies for his own license, which covers liability, but that the Town may need to require the Pittsfield aviation mechanic service to provide a certificate of insurance. Jay Reynolds also asked about the commercial aspect applying only to this hangar. It was agreed that the commercial aspect would only apply to this hangar.

John Beaupre moved to agree to the transfer, seconded by Lloyd Cuttler. The motion passed unanimously.

Airport Consultant Services

F.A.A. airport funding requires that municipal airports go out to bid via a "Request for Airport Consultant Qualifications" (RFQ) every five years. Carrabassett's five-year period is up in July. The Town is in the process of obtaining the most recent RFQ model form and with Board approval will go through the process. This entails setting a date of submission, advertising and a somewhat formal selection process (point system). Cota suggests involving the Airport Manager, Select Board member Lloyd Cuttler, the Town Manager and one or two interested Airport Committee members to make a recommendation to the Select Board. *The Board accepted the assignment.*

Proposed ordinances

Cota presented four proposed ordinances to be voted on at the March 13 Town Meeting:

1. '2024 Amendment to the Zoning Ordinance of the Town of Carrabassett Valley, Maine, Article IX, Section 7 (2)—Performance Standards: Off-street Parking' This change aligns with a more common minimum size of 9'x18' parking space instead of the current

minimum size of 10'x20'. The smaller minimum lessens impervious surface area and/or leaves more land undisturbed by development.

2. '2024 Amendment to the Zoning Ordinance of the Town of Carrabassett Valley, Maine, to add a new Article entitled 'Contract Zoning' and adding definitions of 'Contract Zoning' and 'Substantial Commencement of Construction' to Article II.' This allows an applicant to request a variation from the current zoning requirements, while serving as a tool of the Town for the betterment of the Town that is not currently allowed. It avoids lessening the Town's baseline zoning standards for general uses that might not be deemed publicly beneficial.
3. '2024 Amendments to the "shoreland Zoning Ordinance of the Town of Carrabassett Valley, Maine" and the accompanying Shoreland Zoning Map'. This updates the Ordinance to be in alignment with changes that the Maine Legislature made to State Statutes respective to MDEP Chapter 1000-Maine Municipal Shoreland Standards, that were enacted January 265, 2015, and regarding the Shoreland Zoning Map, changing South Branch of the Carrabassett River from 'Stream Protection' to 'Resource Protection from the Golf Course upstream to and other changes that are clerical/cleanup of zoning districts.
4. '2024 Amended Carrabassett Valley Marijuana Business Licensing Ordinance to allow Retail Marijuana Stores'. This brings the ordinance into compliance with constitutional concerns regarding residency requirements (CV cannot restrict the two allowed retail stores to CV or State of Maine residents) and to correct clerical errors in the original 2020 ordinance.

A Public Hearing was held January 11 concerning these four ordinances, copies of which are available on the town Website.

Jay Reynolds moved to certify the Ordinance, seconded by Karen Campbell. The motion passed unanimously.

The Board then signed Certified Copies, which will allow the Town Clerk to sign Attested Copies that will need to be posted with the Town warrant.

Annual Town Meeting Warrant

Cota outlined the actions for the Town Meeting Warrant. The first two articles represent actions to be voted on Tuesday, March 5 at the Town Office starting at 8:00 a.m.: to elect a Moderator, who, if elected, will be Peter Farnsworth from Eustis, and to elect Town Officers by secret ballot (polls open until 8:00 p.m.). The remaining 33 articles will be voted on at the annual Town Meeting on Wednesday, March 13, at the Outdoor Center starting at 6:00 p.m. All financial articles were approved at the January 31 budget meeting. The Board approved the Town Meeting Warrant.

Comprehensive Plan Visioning and Future Land Use Map

Carrabassett is hosting an in-person Visioning and Future Land Use workshop Wednesday, March 13, 3-5:00 pm, prior to the 6:00 pm Town Meeting, possibly with sandwiches available for sale at the Outdoor Center in between. The purpose is to obtain more information about public attitudes, values and issues of concern to help draft the vision statement to the Town. The Town will also gather community input on where to encourage future activity, public and private investments and places that should remain relatively unchanged in the future.

[Subsequent changes set the 3:00 pm March 13 Comprehensive Plan meeting that precedes the 6:00 pm Town Meeting as an opportunity for Don Gerrish to talk informally with citizens about the Town manager search, and receive comments and suggestions, etc.]

Informational

The Carrabassett Library Board has requested permission to allow Rangeley Health & Wellness to hold a satellite clinic for health issues and therapy in the Begin room twice a week. If successful, Rangeley Health & Wellness would then rent space in the new building across from the airport or find another place; they tried to do this at the Adaptive Outdoor Center but space became unavailable. All agreed it would make a valuable service to the community. The Library Board is looking for the Select Board's blessing of the idea.

Lloyd Cuttler moved to allow Rangeley Health & Wellness to use the Begin room for a year from the start date as outlined, to be re-evaluated at that time about their continued presence in the area, seconded by Jay Reynolds and passed unanimously.

Cota reported that he, the Town Treasurer and a Camden National Wealth Management representative are meeting to review the Town's Reserve Account investments and would like at least one Select Board member to join them. Bob Luce agreed to participate.

Cota reported that the Federal Government has just made the formal "Federal Disaster Declaration for the December 17-19, 2023, Flood." The Town next awaits F.E.M.A. representatives to help with the Town's claims.

Cota reported that AVCOG is planning a Housing Workshop from 10-12:30 on February 14 at the Mountain Fire Station in Carrabassett (changed to the Town Office).

Karen Campbell reported that everything is lining up well, from Outer Space Band to vendors, for the July 27 Summer Festival. She reminded everyone that the date had been moved to avoid conflict with other events happening on the first weekend in August.

The Golf Course Greens Committee approved an irrigation repeater last year, to be installed this spring.

Cota announced that the Town Report should be finished and available by the 1st of May. The Board discussed dedicating it to Clem and Rolande Begin for their contributions to the Town. Bob Luce's mom Jean Luce was also discussed as a possibility.

Discussion of the importance of a 'Capital Improvement Plan' began as something that deserves attention down the road.

Karen moved to adjourn at 5:30, seconded by Jay and approved unanimously.

Respectfully submitted, Susan Davis, Secretary

Blue Skies,



Tom Wallace
B21 Airport Mgr.
tlwcfii@yahoo.com
207-350-1415

From: Karen Borza <bksecmamma@aol.com>
Sent: Wednesday, January 31, 2024 10:17 AM
To: tlwcfii@yahoo.com
Subject: Fw: Use of Airport for Blue Knights 50th Anniversary Bike Competiton

Good Morning Sir;

I had sent your the below response on Dec 12,2023 and was wondering if it was enough or if you needed more?
I look forward to hearing from you soon.

Have a great day.

Respectfully,

Karen Borza
717-991-6176
bksecmamma@aol.com

----- Forwarded Message -----

From: bksecmamma (null) <bksecmamma@aol.com>
To: "tlwcfii@yahoo.com" <tlwcfii@yahoo.com>
Sent: Tuesday, December 12, 2023 at 09:20:56 AM EST
Subject: Re: Use of Airport for Blue Knights 50th Anniversary Bike Competiton

The **Blue Knights® International Law Enforcement Motorcycle Club**, is a non-profit fraternal organization consisting of active and retired law enforcement officers who enjoy riding motorcycles. In the Spring of 1974, several law enforcement officers* from the Bangor, Maine (USA) area met and formed a small, local motorcycle club.

Our charitable organization has contributed over \$18.8 million dollars toward various charities throughout the world since statistics were kept.

Our organization is comprised of active, and retired law enforcement officers and we strive to promote our organization as being a family fraternity. Spouses and children often accompany our members to the various rides and functions.

Our Pledge

"As a Blue Knight, I pledge to act with honor and pride to promote motorcycling and motorcycle safety by being an example of the safe use, operation and enjoyment of motorcycles. I will work at all times to improve the relationship between the motorcycling law enforcement community and the general public. The fraternal spirit will always guide me in relating to other Blue Knights."

According to the By-Laws, our purposes and goals are to:

1. Provide for the mutual assistance, enjoyment, entertainment, education, physical, mental and social benefit of its members and the general public.
2. To promote and advance the sport of motorcycling and the safety of motorcycling.
3. To serve the interests of motorcycle owners and users.
4. To promote by example and any other acceptable means, safe use, operation and enjoyment of motorcycles.
5. To develop a fraternal spirit between law enforcement personnel and the general public

The 2024 International Convention will run from Sunday, July 14th through Friday, July 19th. It is being held at the SugarLoaf Mountain Resort. There will be two business meetings as well as a BBQ, banquet, motorcycle rides to tour the area, trips to Bangor where the club began and much more.

The bike completion will be several done courses to demonstrate riding skills. We award the top 3 riders with certificates. There will also be unescorted courses so everyone can participate no matter their skill level.

Hopes this enough if not let me know.

Karen
Sent from my iPad

On Nov 28, 2023, at 08:02, tlwcfli@yahoo.com wrote:

Hi Karen,

I was wondering what happened when I didn't hear from you. I believe we can accommodate your group at the airport on July 16 from 9-11am. In order to get approval could you please send me a little information about the group and mission statement of the organization. Also if you could give us a brief description of what occurs during the convention (July 15-18) and where the group will be staying. Also a brief description of what the bike competition entails.

Any information used to attract participants of the convention would be useful also.

Once I receive this information I can submit it to the Board of Selectpersons for approval.

Thanks for the insurance certificate for the event. I believe the town will need to be named as additionally insured on the policy but we will work out those details once the approval

TOWN OF CARRABASSETT VALLEY, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2023

	Highway Fund	Scholarship Fund	Town Land	Total
REVENUES				
Intergovernmental	\$ 4,108	\$ -	\$ -	\$ 4,108
Investment income, net of unrealized gains/(losses)	826	3,779	2,350	6,955
Other	-	-	3,795	3,795
TOTAL REVENUES	<u>4,934</u>	<u>3,779</u>	<u>6,145</u>	<u>14,858</u>
EXPENDITURES				
Capital outlay	<u>26,656</u>	-	-	<u>26,656</u>
TOTAL EXPENDITURES	<u>26,656</u>	<u>-</u>	<u>-</u>	<u>26,656</u>
NET CHANGE IN FUND BALANCES	(21,722)	3,779	6,145	(11,798)
FUND BALANCES - JANUARY 1	<u>33,417</u>	<u>81,706</u>	<u>54,305</u>	<u>169,428</u>
FUND BALANCES - DECEMBER 31	<u>\$ 11,695</u>	<u>\$ 85,485</u>	<u>\$ 60,450</u>	<u>\$ 157,630</u>

See accompanying independent auditor's report and notes to financial statements.

TOWN OF CARRABASSETT VALLEY, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 NONMAJOR CAPITAL PROJECTS FUNDS
 FOR THE YEAR ENDED DECEMBER 31, 2023

	Golf Course Reserve	Transfer Station	Carriage Road	Fire Station Capital Maintenance	Town Office Expansion	ODC EV Chargers
REVENUES						
Intergovernmental	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 13,106
Investment income, net of unrealized gains/(losses)	5,518	747	2,195	219	2,033	-
Other	-	-	-	-	-	-
TOTAL REVENUES	50,518	747	2,195	219	2,033	13,106
EXPENDITURES						
Capital outlay	89,489	-	-	-	-	25,460
Other	-	-	-	-	-	-
TOTAL EXPENDITURES	89,489	-	-	-	-	25,460
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(38,971)	747	2,195	219	2,033	(12,354)
OTHER FINANCING SOURCES (USES)						
Transfers in	45,000	1,894	-	5,000	5,000	-
Transfers (out)	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	45,000	1,894	-	5,000	5,000	-
NET CHANGE IN FUND BALANCES (DEFICITS)	6,029	2,641	2,195	5,219	7,033	(12,354)
FUND BALANCES (DEFICITS) - JANUARY 1	150,344	20,561	46,705	9,727	48,953	-
FUND BALANCES (DEFICITS) - DECEMBER 31	\$ 156,373	\$ 23,202	\$ 48,900	\$ 14,946	\$ 55,986	\$ (12,354)

SCHEDULE H (CONTINUED)

TOWN OF CARRABASSETT VALLEY, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 NONMAJOR CAPITAL PROJECTS FUNDS
 FOR THE YEAR ENDED DECEMBER 31, 2023

	Recreation Facilities Reserve	Fire Department Equipment Reserve	School Bus	Bus Wash Reserve	Town/CVA AGC Capital Account	Airport Taxi Lane Project Construction
REVENUES						
Intergovernmental	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Investment income, net of unrealized gains/(losses)	5,248	17,287	249	-	1,293	-
Other	15,170	-	-	-	3,120	-
TOTAL REVENUES	20,418	42,287	249	-	4,413	-
EXPENDITURES						
Capital outlay	-	301,441	-	-	10,787	9,464
Other	29,338	-	-	-	-	-
TOTAL EXPENDITURES	29,338	301,441	-	-	10,787	9,464
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(8,920)	(259,154)	249	-	(6,374)	(9,464)
OTHER FINANCING SOURCES (USES)						
Transfers in	40,000	30,000	16,000	150,000	3,120	23,570
Transfers (out)	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	40,000	30,000	16,000	150,000	3,120	23,570
NET CHANGE IN FUND BALANCES (DEFICITS)	31,080	(229,154)	16,249	150,000	(3,254)	14,106
FUND BALANCES (DEFICITS) - JANUARY 1	386,485	313,479	21,399	150,000	35,032	(14,106)
FUND BALANCES (DEFICITS) - DECEMBER 31	\$ 417,565	\$ 84,325	\$ 37,648	\$ 300,000	\$ 31,778	\$ -

SCHEDULE H (CONTINUED)

TOWN OF CARRABASSETT VALLEY, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR CAPITAL PROJECTS FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2023

	Town Park Capital Improvements	Outdoor Center Facility Maintenance	Airport Taxi Lane Project	Airport Reserve	Narrow Gauge Pathway Reserve
REVENUES					
Intergovernmental	\$ -	\$ -	\$ 20,971	\$ 9,484	\$ -
Investment income, net of unrealized gains/(losses)	528	3,279	-	1,421	2,126
Other	-	21,731	-	-	-
TOTAL REVENUES	528	25,010	20,971	10,905	2,126
EXPENDITURES					
Capital outlay	-	72,485	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	-	72,485	-	-	-
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	528	(47,475)	20,971	10,905	2,126
OTHER FINANCING SOURCES (USES)					
Transfers in	5,000	-	6,455	-	-
Transfers (out)	-	-	-	(30,025)	-
TOTAL OTHER FINANCING SOURCES (USES)	5,000	-	6,455	(30,025)	-
NET CHANGE IN FUND BALANCES (DEFICITS)	5,528	(47,475)	27,426	(19,120)	2,126
FUND BALANCES (DEFICITS) - JANUARY 1	18,410	82,198	(27,426)	87,519	54,131
FUND BALANCES (DEFICITS) - DECEMBER 31	\$ 23,938	\$ 34,723	\$ -	\$ 68,399	\$ 56,257

SCHEDULE H (CONTINUED)

TOWN OF CARRABASSETT VALLEY, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR CAPITAL PROJECTS FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2023

	Golf Course Clubhouse Reserve	Library Building Reserve	Public Lot Reserve	Pool Reserve	Playground Equipment	Total
REVENUES						
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113,561
Investment income, net of unrealized gains/(losses)	1,071	683	790	894	513	46,094
Other	-	-	-	-	-	40,021
TOTAL REVENUES	<u>1,071</u>	<u>683</u>	<u>790</u>	<u>894</u>	<u>513</u>	<u>199,676</u>
EXPENDITURES						
Capital outlay	23,002	-	-	-	-	532,128
Other	-	-	5,360	-	-	34,698
TOTAL EXPENDITURES	<u>23,002</u>	<u>-</u>	<u>5,360</u>	<u>-</u>	<u>-</u>	<u>566,826</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>(21,931)</u>	<u>683</u>	<u>(4,570)</u>	<u>894</u>	<u>513</u>	<u>(367,150)</u>
OTHER FINANCING SOURCES (USES)						
Transfers in	10,000	1,242	-	4,000	1,000	347,281
Transfers (out)	-	-	-	-	-	(30,025)
TOTAL OTHER FINANCING SOURCES (USES)	<u>10,000</u>	<u>1,242</u>	<u>-</u>	<u>4,000</u>	<u>1,000</u>	<u>317,256</u>
NET CHANGE IN FUND BALANCES (DEFICITS)	<u>(11,931)</u>	<u>1,925</u>	<u>(4,570)</u>	<u>4,894</u>	<u>1,513</u>	<u>(49,894)</u>
FUND BALANCES (DEFICITS) - JANUARY 1	<u>27,069</u>	<u>19,756</u>	<u>(131,080)</u>	<u>19,096</u>	<u>8,735</u>	<u>1,326,987</u>
FUND BALANCES (DEFICITS) - DECEMBER 31	<u>\$ 15,138</u>	<u>\$ 21,681</u>	<u>\$ (135,650)</u>	<u>\$ 23,990</u>	<u>\$ 10,248</u>	<u>\$ 1,277,093</u>

TOWN OF CARRABASSETT VALLEY, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - NONMAJOR PERMANENT FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2023

	MacDonald Golf Trust	Cemetery Fund	Total
REVENUES			
Investment income, net of unrealized gains/(losses)	\$ 4,244	\$ 534	\$ 4,778
TOTAL REVENUES	<u>4,244</u>	<u>534</u>	<u>4,778</u>
EXPENDITURES			
Program expenses	-	-	-
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	4,244	534	4,778
FUND BALANCES - JANUARY 1	<u>91,767</u>	<u>14,948</u>	<u>106,715</u>
FUND BALANCES - DECEMBER 31	<u>\$ 96,011</u>	<u>\$ 15,482</u>	<u>\$ 111,493</u>

See accompanying independent auditor's report and notes to financial statements.

Town of Carrabassett Valley

Town Manager Job Description

JOB PURPOSE:

Serves as Chief Administrative Officer under the direction of the Town Select Board. This is a professional position responsible for the effective operations of the Town of Carrabassett Valley government in keeping with Town policies, ordinances and laws of the State of Maine.

NATURE OF POSITION:

This is a full-time salaried professional management position, appointed by the Select Board. The Town Manager is the chief executive and administrative official of the Town and operates under the direction of the Select Board.

The Town Manager is responsible for interacting with the Select Board, Town employees, boards and committees and the citizens to effectively operate the functions of the Town government and accomplish tangible results. The manager must be accessible and responsible to the public, manage municipal employees, make necessary decisions as well as delegate to others, effectively solve problems, and simultaneously manage many projects and issues. This position includes responsibility for and management of the major functions of government administration, human resources, community relations, finance and asset management, capital planning and general compliance with all applicable federal, state and local laws.

GENERAL DUTIES AND RESPONSIBILITIES:

- Acts as chief executive and administrative official of the Town subject to the policy set by the Select Board. Keeps the Select Board updated on Town financials and important Town and regional related activities.
- Responsible for the administration or overseeing the administration of all departments and offices by overseeing and coordinating the work of department heads, including the administrative organization of the Town.
- Attends all Select Board meetings, Town meetings and other special meetings and hearings of the Town when necessary.
- Prepares Select Board and necessary committee agendas and facilitates sound decision-making by presenting supporting documents and pertinent background information and support services.
- Provides communication, as needed, with Town committees and organizations, employees, citizens, and Federal, State and County governmental agencies and other entities. Maintains sound public relations between the Town, citizens, media, Federal, State, County and governmental agencies. Handles suggestions, complaints, and information requests from the public or assigns management of these tasks to others as appropriate.
- Working with appropriate department heads and Town facility lessees, the Manager oversees maintenance of Town facilities including Town Office complex, Transfer Station, Airport, and Library/Community Center. The Manager is assisted in facility management by the Code Enforcement Officer (the Recreation Director is responsible for facility management of the Anti-Gravity Complex and the Town Park).

- Acts as the Town's purchasing agent. Prepares, as needed, bid documents, contract documents and administers purchases and contracts in conformance with the Town's procurement policy.
- Works closely with Town Treasurer and pre-approves all Town expenditure warrants that then go to the Select Board for approval. Also, reviews all monthly checking account reconciliations with the Treasurer. Works with the Town Treasurer and oversees the accounting of all Town expenditures and revenues. Works closely with department heads in reviewing expenses and revenues on an on-going basis for compliance with budgets and needed changes.
- Develops the annual Town budget working in conjunction with the department heads, Select Board and Budget Committee.
- Acts as the Town's Human Resource Director in compliance with the Town's Personnel Policy. Disciplines and evaluates employees who are direct reports, directs the recruitment and hiring process for employees who are direct reports. Works with the Select Board in determining department head hiring and makes final decision on terminating employees. When necessary, conducts investigations of employee misconduct and conducts employee discipline hearings as required. Works with the Town's Treasurer (who is also responsible for day-to-day human resource functions) in reviewing payroll expenditures, time sheets and employee benefits.
- Makes recommended changes to the Personnel Policy to the Select Board.
- Develops, reviews and updates job descriptions for approval by the Select Board.
- Works with department heads in supporting occupational safety and health policies and implementation. Works with the Town's Treasurer (assistant human resource director) in providing workman's compensation claims information and documentation from contractors doing business with the Town.
- Administers and reviews all Town insurance coverages and needs and makes needed recommendations to the Select Board.
- Works with the Town Clerk to ensure that Select Board and all Committee meeting minutes are kept and that the Town complies with all State Freedom of Access Laws.
- Works with Sugarloaf resort management with regards to collaborating partnerships and programs including leases of the Town-owned Sugarloaf Golf Course and Sugarloaf Outdoor Center.
- Works with other collaborating partners (Western Maine Transportation, Maine Huts and Trails, local mountain bike club, snowmobile and ATV clubs, Carrabassett Valley Academy, etc.) in maintaining and promoting shared programs.
- Works with the Airport Manager, Committee and Airport Consultant in developing and implementing F.A.A. airport projects. Works with the Airport Manager with regard to maintenance of the airport and facilities (fuel farm) and airport land leases. Works with the Town Treasurer in sending out annual airport land lease invoices.
- Works with the Town's Forestry Consultant and Public Lot Forestry Committee setting up needed Committee meetings and forest management implementation on the Town's Public Lots.
- Works with Sugarloaf resort and the Golf Course Greens Committee and prepares agendas and committee minutes and assists in developing and implementing of golf course capital projects.
- Works with Western Maine Transportation Services and Sugarloaf in providing input to the seasonal Sugarloaf Explorer public transportation system.
- The Manager is responsible for overseeing and implementing flood damage and prevention projects and works closely with F.E.M.A. and State MEMA officials.
- The Manager is the Town's Road Commissioner involving a limited amount of Town Roads, several Town facility parking lots and trailheads.
- The Town Manager is the Town's General Assistance Administrator (generally, very few cases).

PHYSICAL REQUIREMENTS OF THE JOB:

The physical requirements described here are representative of those that must be met by this employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time, talk, hear. The employee is occasionally required to stand, walk and frequently use hands to finger a standard keyboard and telephone and handle and file written documents.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by this employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment sometimes involves a busy office. Frequent interruptions and deadlines will sometimes present themselves. The employee must be able to multi-task and deal with this kind of work environment and to maximize the use of their time to accomplish tasks in a timely basis.

CANDIDATE QUALITIES:

Skills, Education, Training and Experience:

The position requires a combination of education, formal training and experience that demonstrates an ability to perform the essential duties and responsibilities of town manager as outlined in this document.

- A four-year degree in public administration, political science, a related field or business or engineering.
- Experience in government administration/management.
- Knowledge of municipal government, and legislative process.
- Excellent communication and public relations skills.
- Knowledge of Human Relations Policies and ability to maintain positive internal relations, and to direct, supervise and motivate employees.

Equivalent background, education and experience will be considered.

Personal Qualities:

The successful candidate is able to be an effective, independent administrator while remaining mindful that the Select Board set policy. The successful candidate respects political realities, but is non-partisan in job performance.

The successful candidate appreciates attention to detail, communicates well orally and in writing, is comfortable directing and supervising individuals, and can prioritize and accomplish tasks and delegate responsibilities effectively.

The position requires an individual with a good energy level, interpersonal skills and the ability to interact with diverse groups and personalities through tact, maturity and flexibility. The successful candidate is a good role model and demonstrates the personal ethics and general conduct so as to be able to withstand public scrutiny.

Carrabassett Valley Comprehensive Plan

Vision and Future Land Use Workshop

MARCH 7th, 2014

3 TO 5PM

Sugarloaf Outdoor Center

HOUSING - ECONOMY - TRANSPORTATION - LAND USE - NATURAL RESOURCES

Help shape the future of Carrabassett Valley!

Join us for a **VISIONING AND FUTURE LAND USE WORKSHOP** to discuss values, ideas, and concerns and to create a vision for the future of our town. This workshop is an important part of the town's Comprehensive Plan, a state-mandated process that happens once every 10 years.

WHY ATTEND?

- Share your values and concerns
- Provide input on future land use plans
- Identify cherished places
- Help draft the vision statement for our town

WHO SHOULD ATTEND?

- Residents
- Business Owners
- Community Leaders
- Everyone who cares about Carrabassett Valley's future!

Your input matters!

Help create a vibrant and sustainable future for our community.

For more information, contact

Chris Parks, cvceo@roadrunner.com
Dave Cota, towncvfm@roadrunner.com



The Carrabassett Valley annual Town Meeting will follow this session at 6:00 p.m.
The Outdoor Center kitchen will remain open until 6:00 p.m. for those wishing to purchase food.
Voting for elected Town Officials will be held at the Town Office on March 5th from 8:00 a.m. to 8:00 p.m.